

DD/S 69-1974

29 APR 1969

MEMORANDUM FOR: Chief, Support Operations Staff/DDS

SUBJECT : Records Program Study Group

REFERENCES : a) Memo dtd 17 Mar 69 for C/Planning Staff, O-DDS
from C/SSS
b) Draft Memo for EDC, subj: Records Purge -
Policy Issues

1. The Support Services Staff has made a study of the Agency's records program. As it is now constituted, the records program is concerned with four categories of material - Inactive Records, Archives, Supplemental Distribution and Vital Materials. In the attached referent documents C/SSS has defined and quantified these various materials and offered certain draft proposals calling for a change in the concept and composition of our records program with attendant organizational changes.

2. You are requested to create a study group or, alternatively, to designate a senior member of your Staff responsible for the review of the SSS study and proposals, and submission of firm recommendations for dealing with the problem areas as defined. The four categories of material are to be reviewed and separate recommendations submitted on each. These recommendations are to be well documented, fully justifying any proposals for change, and clearly fixing responsibilities for various aspects of the overall records program. Responsibilities must be compatible with authorities granted and regulatory proposals should be submitted to accomplish this, as necessary.

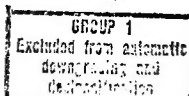
SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

2 Atts
References

cc: Chief/Support Services Staff

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